

Funds for the program referred to as the 20% program are generated from the sale of license plates within the township limits and are administered by annual legislation and approval of the Board of County Commissioners. Here is how it works.

On an annual basis, the Office of the County Engineer forwards application forms to each township. The townships complete the forms and return them to the Engineer for review and prioritizing. After the review process, recommendations from the Engineer are presented to the Board of Hamilton County Commissioners for approval.

When the Board has approved the legislation, the Clerk of the Board of Hamilton County Commissioners issues a Volume and Image number to the legislation. A letter is sent to the townships that have been approved for this funding.

When ready, the township sends a letter of request to the Engineer for the monies to be dispersed. This letter shall include the dollar amount being requested up to the amount approved and reference the road name. The Engineer's Office processes a request for the approved amount to the County Auditor for the issuance of a warrant (check) to the township. This warrant is then forwarded, under cover letter, to the township for its use on the project. This letter includes the request: "When the project is complete, a full accounting should be returned to this office, with a check for any unexpended funds."

Monies set aside for a township for a 20% project must be paid to the township, even if these monies ultimately must be returned to the Engineer. For example, in a case where the requested/approved project is to be performed by a consultant/contractor under the Engineer's contract (such as engineering, resurfacing, etc.) the monies shall be forwarded to the township. Upon being invoiced on the project, the Engineer will notify the township of payment due. Township sends payment to the Engineer who then pays the consultant/contractor. If the contract finalizes lower than the amount received from the 20% funds, a check for the balance shall be issued to the Engineer for deposit back into the 20% fund account.